

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

### PROGRAM DIRECTOR - HISTORY

**CONTRACT POSITION AVAILABLE WITH SUPERINTENDENT OF SCHOOLS**

**WORK LOCATION: 301 W. JEFFERSON STREET, PHOENIX**

#### ***POSITION SUBJECT TO GRANT FUNDING***

##### **Conditions of Employment**

This is a Contract position.

##### **Recruitment Dates**

Tuesday, September 7, 2004 - Monday, September 13, 2004

##### **Salary**

\$24.95 - \$28.85 Per Hour

##### **Position Qualifications**

Master's Degree in Education, Public Administration or History, and two years of responsible administrative and supervisory experience involving duties and responsibilities which would develop a comprehensive knowledge in the administration of educational programs. Experience in classroom teaching of social studies is required. Doctoral Degree is desirable. Arizona Teaching Certificate is required. Successful candidate must be familiar with the applicable techniques used in studying educational programs, including project planning, methodology, reporting and processes. Knowledge of research methods and techniques, excellent interpersonal, leadership, and communication skills required. Ability to write, analyze and maintain data including detailed reports of activities and student achievement statistics required. Competence of educational methods and practices including the analysis of both qualitative and quantitative research data required. Ability to understand and develop curriculum for K-12 schools required. Computer literate with MS Word, Excel, PowerPoint, Access, MS Outlook and Internet research. Effective planning, organizational, management and customer service skills. Ability to analyze administrative problems and develop courses of actions. Must have the ability to work well under pressure in a multitask environment. Must have the ability to reason logically and think independently and creatively on educational projects. Successful candidate must be willing to travel to rural areas of Maricopa County. **PREFERRED:** Preference may be given to candidates with grant writing experience. **NOTE:** Valid Arizona Driver's License is required.

##### **Essential Job Tasks**

Directs and manages communication with school and community members to build public confidence and to assess all concerned parties needs related to an American History Program. Identifies and recruits team members and facilitators including faculty and support staff. Directs, manages and builds a designated history program that is culturally competent, age appropriate, and gender responsive as well as aligned to the State Standards in Social Studies. Directs, manages and builds programs that are culturally competent, age appropriate and gender responsive that are aligned to the State articulated standards in Reading, Math and Science. Directs and manages day-to-day operation of the program. Creates sustainability of the program. Writes, analyzes, and maintains data including detailed reports of activities and student achievement statistics. Other duties as assigned by Director of Educational Services, School Superintendent or Principal.

##### **Selection Procedure**

The Maricopa County Human Resources Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Human Resources.

##### **Filing Process**

Required County Application Form and Supplemental Information sheet must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department, located in Suite 200 of the County Administration Building, 301 W. Jefferson Street, Phoenix, Arizona, 85003-2145. Teletypewriter (TT): 602-506-1908. Recorded Jobline: 602-506-3329. You may also complete and submit applications via the Human Resources website. Our Internet Address: <http://www.maricopa.gov>.

##### **What Happens To Application**

Please see our FAQ for complete information on recruitment process.

##### **Equal Employment Opportunity**

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

## PROGRAM DIRECTOR - HISTORY

**PLEASE NOTE:** This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are **both** accurate and complete. Please be aware that work history and job duties listed on this form must be consistent with the information listed on the "Application for Employment". Furthermore, work history or job duties listed on this form, which is not consistent with the "Application for Employment," may not be considered. Information provided on this supplement may be used to determine your eligibility for this position. AN INCOMPLETE FORM OR FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.

1. Do you have experience in the administration of educational programs? ☐ YES ☐ NO  # YRS  
If yes, please describe your experience.

2. Do you have supervisory experience? ☐ YES ☐ NO  # YRS  
If yes, please describe your experience - include the number and types of employees you have supervised (i.e. trades, clerical, teachers, etc.)

3. Do you have grant writing experience? ☐ YES ☐ NO  
If yes, please describe your experience.

*SEE REVERSE SIDE FOR ADDITIONAL QUESTIONS*

4. Are you familiar with techniques used in studying educational programs, including project planning, methodology, reporting and processing? ☐ YES ☐ NO  
If YES, please describe your experience with these techniques.

5. Do you have experience in developing curriculum for K-12 schools? ☐ YES ☐ NO  
If yes, please describe your experience.

6. Are you experienced in classroom teaching of Social Studies? ☐ YES ☐ NO
7. Do you have a valid Arizona Teaching Certificate? ☐ YES ☐ NO
8. Are you willing to travel to rural areas of Maricopa County? ☐ YES ☐ NO

Signature

Date

**AUTHORITY TO WORK IN THE UNITED STATES:** It is Maricopa County's intention o hire only legally authorized workers in compliance with the Immigration Reform and Control Act of 1986. All employees hired after 11/06/86 will be required to provide proof of work eligibility at the time an employment offer is extended.

**MARICOPA COUNTY SUPPLEMENTAL DATA FORM**  
Human Resources Department, 301 West Jefferson, Phoenix, AZ 85003-2113

**PROGRAM DIRECTOR - HISTORY**

(4035 / RK)

(Please print clearly or type)

1. \*SOCIAL SECURITY #-  2. Are you at least 18 years of age? ☐ Yes ☐ No  
(Disclosure of SSN is voluntary and is used for application tracking, record-keeping and data-processing purposes only.)

3. LAST NAME, First Name and Middle Initial:

4. MAILING ADDRESS:

5. HOME PHONE NUMBER:  6. BUSINESS/MESSAGE PHONE:

7. Are you a current employee of Maricopa County Government? ☐ Yes ☐ No  
Have you ever worked for Maricopa County Government? ☐ Yes ☐ No

If yes, give payroll name if different from #3:

8. Have you been convicted of a crime(s) other than a minor traffic violation? ☐ Yes ☐ No  
(For most jobs, convictions will not automatically disqualify you. Relationship to job will be considered.)

If yes, give date(s) and type(s) of offense(s):

9. Are you skilled in a language other than English? If so, please specify. ☐ No ☐ Yes

- 10.s Please attach a **COMPREHENSIVE RESUME** which details your work history and educational credentials. Your work history information should include the name(s) and address(es) of your employer(s), dates of employment, and duties performed.

All information given by me in this application form is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job announcement and agree to the conditions established therein. I authorize investigation of all statements contained herein. I also authorize the employers/references listed to give you any and all information concerning my previous employment and any pertinent information that they may have, and release all parties from all liability for any damages that may result from furnishing such information.

APPLICANT SIGNATURE

DATE

RECEIVED: \_\_\_\_\_ BY \_\_\_\_\_ APPROVED: ☐ Yes ☐ No BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RESUME ATTACHED: ☐ Yes ☐ No

# APPLICANT INFORMATION SURVEY

**INSTRUCTIONS TO THE CANDIDATE:** Maricopa County is an equal opportunity employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with Federal EEO/Affirmative Action recordkeeping regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is **CONFIDENTIAL**. This survey will be removed prior to the review process.

<p><b>DATE OF BIRTH</b></p> <p>____/____/____ Month Day Year</p> <p><b>ETHNIC CATEGORY</b> (Check One)</p> <p><input type="checkbox"/> White (Not of Hispanic Origin)</p> <p><input type="checkbox"/> Black (Not of Hispanic Origin)</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian or Pacific Islander</p>	<p><b>DISABLED?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>SEX</b></p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><b>AGE</b></p> <p>Over 40?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>HOW DID YOU FIRST LEARN OF THIS JOB?</b></p> <p>(Check Only One Number)</p> <p><input type="checkbox"/> 1. Arizona Republic Newspaper</p> <p><input type="checkbox"/> 2. Other Newspaper:</p> <p><input type="checkbox"/> 3. Job Announcement posted in the Maricopa County Human Resources Dept.</p> <p><input type="checkbox"/> 4. Professional Journal:</p> <p><input type="checkbox"/> 5. Radio Station:</p> <p><input type="checkbox"/> 6. From a County Employee</p> <p><input type="checkbox"/> 7. Job Listing posted in a different agency (such as DES):</p> <p><input type="checkbox"/> 8. Television program:</p> <p><input type="checkbox"/> 9. Recorded Job Message</p> <p><input type="checkbox"/> 10. Internet</p> <p><input type="checkbox"/> 11. Job Fair</p> <p><input type="checkbox"/> 12. Other:</p>
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